THE HOSPITAL HUB ADMINISTRATOR SUPPLEMENT
STAFF MANAGEMENT

Adding Staff: Sign into the Hospital Hub: www.oc-meds.org/hub and enter Username and Password. Click I Agree to the Privacy Statement

Click on Staff:

Select Add Staff

Enter the User's First Name, Last Name and Email address. Click on Save and Continue. This will save the information and open the Permissions Tab.
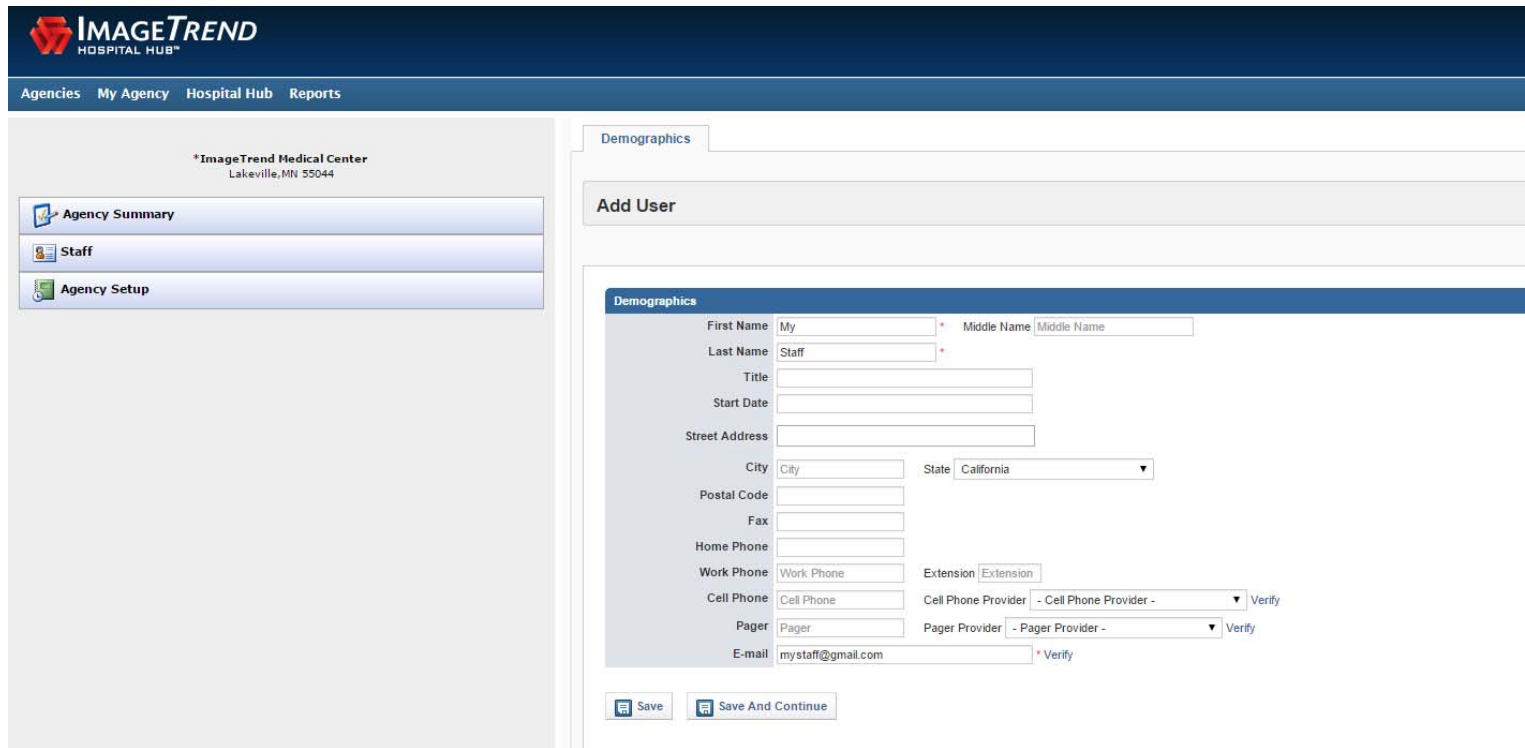
Enter the Username. This will be the staff's first initial, last name and the OC EMS numerical ID for the hospital. See page for a list of these numbers.

Enter the temporary password. This must be a minimum of 5 characters in length. Note: The number of . visible in the Password field do not represent the length of the password
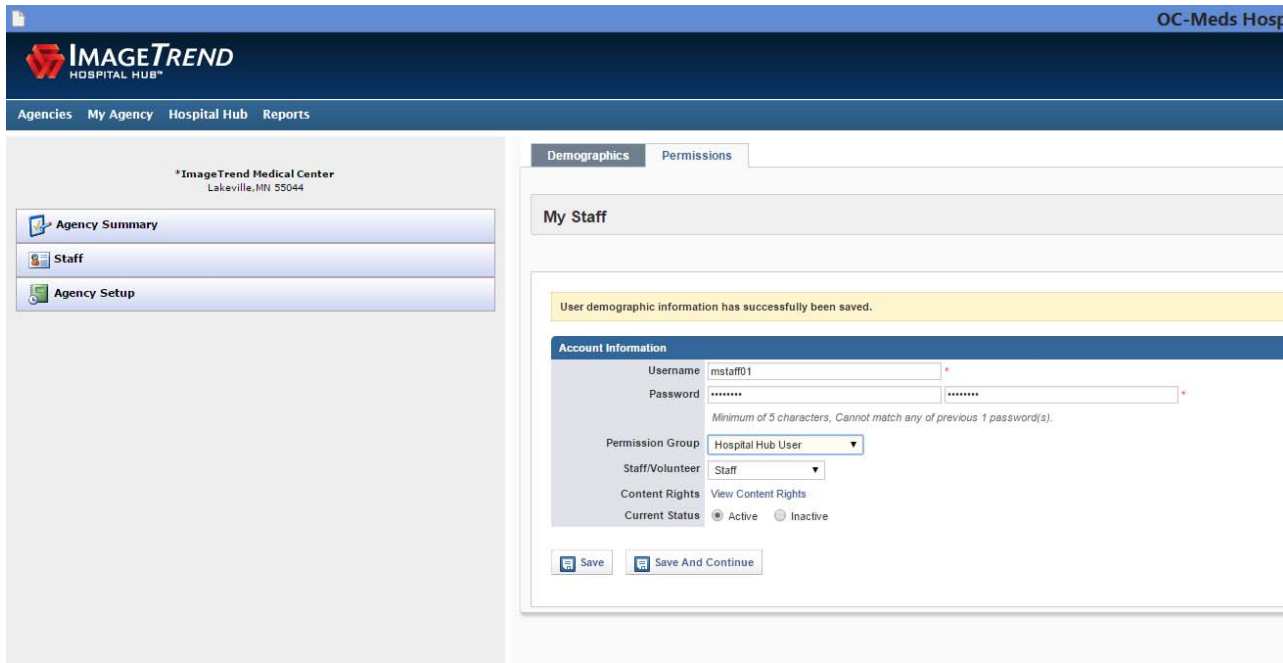
Select the Permission Group, either Hospital Hub User or Hospital Hub Local Administrator. An Administrator will have permission to add/modify staff to the program. It is recommended each facility have 2-3 Administrators. Click Save.
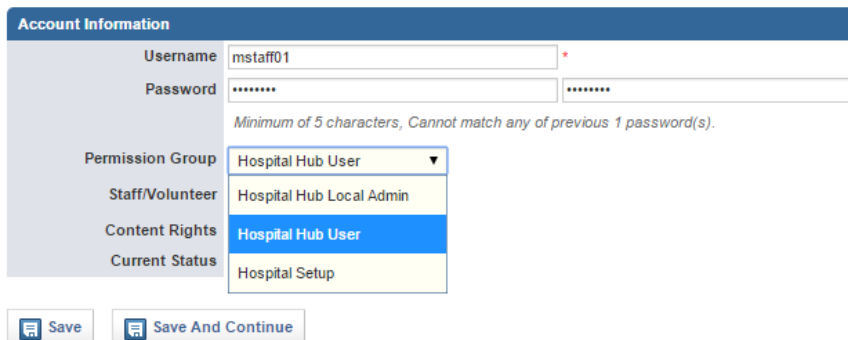
Click on Staff to return to Staff list

Modifying Staff Profiles

Click on the name (blue hyperlink text) of the staff profile to be modified.

Click on either the Demographic or Permissions tab and select Edit
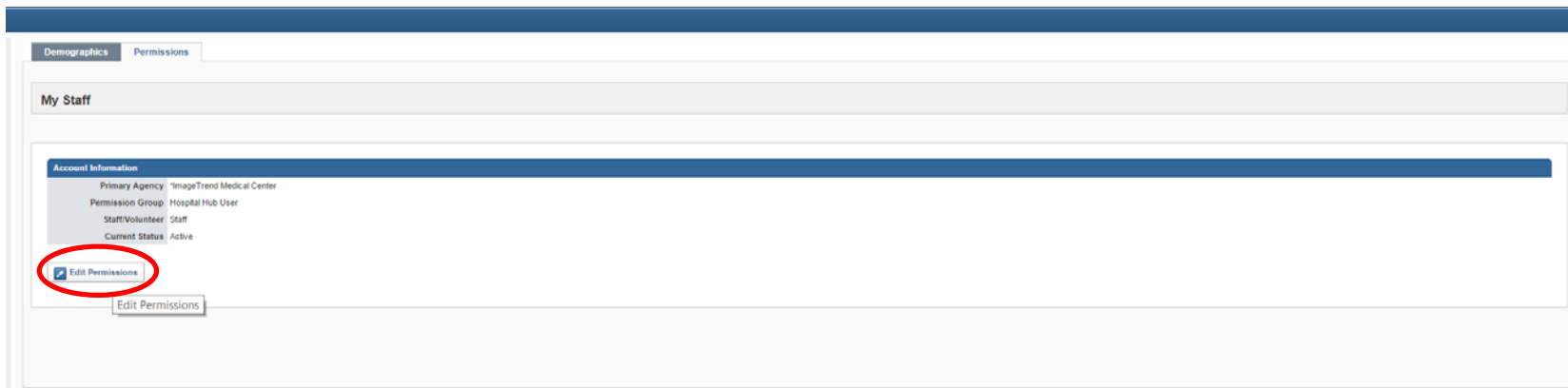
Make the desired changes and click Save

OC EMS Hospital/Facility Numerical Indicator

Anaheim Memorial	02
Chapman General	05
Coastal Community.	15
Fountain Valley	07
Garden Grove	19
Hoag Memorial Hospital Presbyterian	09
Hoag Irvine	58
Huntington Beach Hospital	10
Kaiser Anaheim	04
Kaiser Irvine	57
LaPalma	12
Long Beach Community	53
Long Beach Mem	34
Los Alamitos	13
Mission Hospital Regional Medical Center	17
Mission Laguna Beach	25
Orange Coast	38
Placentia Linda	20
Saddleback Laguna Hills	21
Saddleback SC	24
St. Joseph	22
St. Jude Medical Center	23
UCI Medical Center	27
West Anaheim	28
West Med Anaheim	30
Western Medical Center-Santa Ana	29
Whittier	55